

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF COLORADO**



NOTICE OF VACANCY

The United States Bankruptcy Court for the District of Colorado is accepting applications for the position of Chief Deputy Clerk (Type II).

Announcement Number: 2015-01-USBC

Position Title: Chief Deputy Clerk (Type II)
Permanent Full-Time Position

Location: Denver, Colorado

Judiciary Salary Plan: Grade 15 – annual salary \$124,517

This position has promotional potential to Grade 16 after successful completion of one year at the Grade 15 level. Previous federal service may qualify the successful candidate for placement above Step 1 of Grade 15 under the Judiciary's Highest Previous Rate Rule.

Opening Date: January 26, 2015

Closing Date: February 23, 2015 (5:00 p.m.)

**United States Bankruptcy Court for the District of Colorado Chief
Deputy (Type II) for the Clerk's office**

Join the United States Bankruptcy Court's team of energetic, career minded professionals! The United States Bankruptcy Court for the District of Colorado is accepting applications for the full-time position of Chief Deputy Clerk. The Office of the Clerk offers an opportunity for self-motivated individuals with excellent management, interpersonal, automation, and analytical skills with a strong work ethic to launch or continue a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement.

Position Overview:

Under the direction of the Clerk of Court (Clerk), the Chief Deputy Clerk manages the non-judicial operational and administrative activities of the Clerk's office and assists in the performance of statutory duties of the office. The Clerk's Office has 57 employees. In the absence of the Clerk, the Chief Deputy Clerk assumes the duties and responsibilities of the Clerk. The Chief Deputy Clerk assists the Clerk in providing management and leadership of all non judicial functions and activities of the court including but not limited to: case management; human resources; budget and finance; information technology; public relations/communications; education; training and development; long range and strategic planning; and application of the Federal Rules of Procedure and Local Rules. Occasional travel may be required.

The United States Bankruptcy Court for the District of Colorado is headquartered in Denver, Colorado. The Court currently has five judges. The Court is consistently one of the busiest bankruptcy courts in the 10th circuit with over 17,000 cases filed in 2014.

Our organization is managed in a collaborative, participatory manner with an emphasis on management consensus and employee involvement in the decision-making process. We utilize a self-directed team approach to achieve our mission and embrace technology and creative solutions to consistently improve our processes for maximum efficiency. The Chief Deputy Clerk must fully embrace, facilitate, and encourage the leadership and management philosophy and style required for long-term success.

Expected start date for this position is on or about April 20, 2015.

Representative Duties:

- * Provides leadership for Operation and Administrative staff through coaching, mentoring, training, and facilitating constructive communication;
- * Analyzes and interprets trends, statistics, and patterns to help the court anticipate challenges and manage effectively for growth and change;
- * Proposes, develops, communicates, and evaluates policies and procedures to enhance the productivity and effectiveness of the court;
- * Develops effective working relationships with judges, employees and appropriate individuals at the Administrative Office, the Federal Judicial Center, other federal courts and government agencies;
- * Promotes and maintains the integrity of official records in the custody of the court;
- * Works with members of the bar and the public to improve the delivery of court services;
- * Provides direction in preparing and managing the annual budget;

- * Provides financial duties for procurement and disbursement and other financial functions;
- * Analyzes and makes recommendations on statutes, local rules, and procedures affecting the operations of the court;

Required Qualifications and Experience:

Education: The successful candidate must have a bachelor's degree in a related field from an accredited college or university. A master's degree, relevant post-graduate certification, or a Juris Doctor (J.D.) is preferred and may be substituted for up to two (2) years of professional experience.

Experience: Qualified candidates must have a performance history that demonstrates proven skills in management practices and administrative processes. All applicants should have a minimum of six (6) years of progressively responsible experience in court management and administration in which they have gained a thorough understanding of judicial organizations including administration of automated case records management and governmental financial accounting programs. At least three (3) of the six (6) years must have been in a position of management responsibility. Strong leadership and organizational skills in prioritizing, problem solving, and conflict resolution are required. Candidates must have solid oral and written communication skills and computer proficiency; knowledge of sound financial controls and policies; ability to exercise mature judgment; high ethical standards and a positive work attitude; ability to adapt and lead in a changing work environment; understanding of statistical data, data analysis, and evaluation methodologies. Knowledge of legal terminology and procedures is required.

Court Preferred Qualifications and Experience:

Federal, or state court experience at a decision-making level and/or experience in bankruptcy court administration and operations.

Working knowledge of the Bankruptcy Code and Rules.

How to Apply:

Qualified applicants should submit a professional resume and a typed narrative (no longer than four (4) pages) providing response to the following seven (7) questions:

1. What is your leadership style or philosophy?
2. Describe the most significant contribution you have made in your current position.
3. Have you ever had to implement a policy that you knew would be unpopular? Describe the situation and outcome.
4. Describe a process/procedure/project that you conceptualized, initiated, developed and implemented, independent of any managerial directive.
5. What have you done in the last year to develop yourself as a manager?
6. What aspects of the position of Chief Deputy Clerk do you think would pose the

greatest challenges for you? How would you prepare yourself to meet those challenges?

7. Describe a project or process over which you were responsible that demonstrates your knowledge of substantive bankruptcy procedures and operations.

Resume and narrative should be submitted by email only and in pdf format to cod_hrd@cod.uscourts.gov

Please indicate Vacancy Announcement 2015-01-USBC in the subject line of the email.

Information for Applicants

Only qualified applicants satisfying required qualification standards as specified in the vacancy announcement will be considered for an interview for this position.

All applications received will be evaluated in review of employment experience, education, knowledge/skills/abilities as directly related to the stated qualifications within the vacancy announcement. All applicants selected for interviews will be subject to a skills assessment process.

Applicants that do not submit all required materials, as stated in the How to Apply section of the vacancy announcement, may not be considered.

The Court reserves the right to modify the conditions of this vacancy announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. This vacancy may be revised and re-posted with the approval of the court unit executive or the judicial officer if the vacancy is for a chambers position.

Promotional eligibility for this position is not considered a vacancy but is considered a career ladder strategy and will therefore not be posted as a recruitment opportunity.

Successful employment with the U.S. Courts is based on acceptable performance and is an at-will employment opportunity as determined by the Court Unit Executive or the judicial officer.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The selected applicant will be required to complete an FBI fingerprint and/or criminal background check. Retention in the position will depend on a favorable suitability determination by the Court Unit Executive or the judicial officer.

Due to increasing commuter costs, the high cost of parking in the downtown Denver area, and the decreasing availability of downtown parking; the U.S. Courts provide each permanent employee with an RTD EcoPass. This EcoPass provides unlimited transportation on RTD buses and Light Rail in and out of the downtown Denver area. The EcoPass is an employee benefit provided annually depending upon available funding.

Please see www.cod.uscourts.gov for overview of federal benefit package.

Electronic Funds Transfer (direct deposit) of pay is required.

Applicants must be a U.S. citizen or eligible to work in the United States. The federal immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. Therefore, the U.S. Courts is responsible for ensuring that all new employees are eligible to work in the United States by reviewing one of the employment eligibility documents specified on the Form I-9 (Employment Eligibility Verification) before placing the selected candidate on federal payroll. Proof of eligibility status will be required.

The Court requires employees to adhere to a code of ethics and conduct as well as specific employee policies and performance expectations.

The federal courts are Equal Employment Opportunity employers.

